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DRAFT
HB:vcd
14 May 1954

MEMORANDUM FOR MEMBERS OF THE TASK FORCE ON OVERSEAS ROTATION PLANNING

SUBJECT: Summary of conclusions reached at 14 May Meeting.

1. The following purports to be a summary of the discussion that took place at the meeting on Friday, May 14. It is suggested that this be reviewed and that any specific points to which you may take ~~acceptance~~ ^{exception} be brought up at the next Task Force meeting.

a. The group generally agreed that any recommendations that it might make in regard to insuring "advance planning and arrangements for the next assignment of overseas employees based on consideration of their career plans, and their current qualifications and preferences in relation to Agency needs" would be but a partial solution to an Agency-wide problem - that of placement, reassignment, etc. of all Agency employees. However, it recognized that its mandate was limited to the resolution of "the hall walking" problem, and that any attempt to resolve this problem by including it as a portion of a much larger and ^{more} comprehensive presentation which would modify or alter overall Agency personnel policies and procedures in the placement field would be unwise since the facilities at the disposal of the task force as well as the time allowed it would preclude such extension of its ~~field~~ ^{area} of endeavor. It was agreed, however, that any solution proposed by the task force should be compatible with the overall situation, either as it exists or should exist.

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b. It was then agreed that since the task force was dealing with overseas returnees, that the prime objective was to get information on them. It was further agreed that it would be necessary to get the preferences of the individuals concerned. There was extended discussion as to what information and what preferences would be solicited, but this was dismissed as being procedural ~~/at~~ this point in the discussion.

c. The task force then directed its attention to the method of receiving the desired information. It was agreed that a questionnaire should be used, and that it should originate with the individual. It would be the individual's responsibility to see that the information about him was furnished and forwarded. It was further agreed that the individual should be "triggered" into action by an administrative device such as a tickler of some type. It was also agreed that the information furnished should be adaptable to recordation on machine record cards. This agreement would not necessarily preclude narrative replies by individuals which would tend to create closer rapport between them and the headquarters personnel trying to resolve their cases, nor would it mean that because the forms were so designed they would necessarily be subjected to machine treatment.

2. It is suggested that the task force devote itself ^{at} ~~to~~ the next meeting to two specific areas of discussion. a) The content and format of the questionnaire discussed in paragraph 1. above, and b) ^{method for} the utilization of the information gathered as the result of completion of these questionnaires by persons now overseas.

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Chairman